To

The Public Information Officer   
……………………...(Full address)   
Pin Code ………….

Sub: Request for information under Section-6(1) of RTI Act.

Sir,

Please supply me the following information in respect of budget allocation, works and expenditure of …………… Gram Panchayat.

**Particulars of information required:**

**For Budget grant**

[1] certified copy of the Head-wise budget grant sanctioned for the year 2014-15 and 2015-16.

[2] certified copy of the statement of total tax, cess and/or Octroi or Local Body Tax (LBT) collected under various heads during 2014-15 and 2015-16.

[3] Please supply me details of MP-LAD, MLA-LAD funds received by the Panchayat for execution of works, during 2014-15 and 2015-16.

[4] Please supply me details of MGNREG funds received by the Panchayat during 2014-15 and 2015-16.

**For Abstract Expenses**

[5] Head-wise expenses of the Gram Panchayat separately for the period 2014-15 and 2015-16.

[6] List of Plan-head works contracts and Maintenance works Contracts awarded and expenditure incurred for such works, for the years 2014-15 and 2015-16 separately.

[7] List of works completed under MGNREG funds and the actual expenditure charged to MGNRG Works during 2014-15 and 2015-16 separately.

[8] Certified list of works completed by Panchayat, out of funds released from MP-LAD funds during 2014-15 and 2015-16.

[9] Certified list of works completed by Panchayat, out of funds released from MLA-LAD funds during 2014-15 and 2015-16.

**Panchayat Works**

[1] certified copy of Letter of Acceptance of all works awarded from 1/4/2014 to 31/1/2016

[2] certified copy of latest paid On-account bill (OR running bill) in respect of all on-going works.

[3] certified copy of Final Bills of all contracts completed from 1/4/2014 to 31/1/2016

(4) Details of Service Tax deducted from each of the contractor and remitted to Central Excise and Customs Department during the period 1/4/2014 to 31/1/2016

**Work Schedules**

If you still have doubt about the quantum of physical work executed vis-a-vis the quantum of work awarded on contract, and payment released, you may file separate RTI Application and seek:

[1] certified copy of the **Schedule of Work** in respect of Letter of acceptance No. …………….. dated ……

[2] certified copy of the **Schedule of Work** in respect of Letter of acceptance No. …………….. dated ……

I am affixing Rs.10/- Court Fee Stamp on this application towards RTI application fee. OR I am attaching IPO for Rs.10/- payable to the Accounts Officer, Municipal Corporation …………. payable at ……….. towards RTI Application Fee. [ Check the mode of payment from the [State RTI Rules](http://www.rtiindia.org/guide/centrestate-rti-rules-and-fees-3/) applicable to the public authority ]

Please send the information to my below address by Registered post.

Yours faithfully,

Signature   
Name ………………   
Address ……………

Pin Code …………..

Date:

*[ Please use RTI Format (if any) prescribed under your State RTI Rules. File separate RTI Applications on different dates for each Group of query mentioned above. ]*